

Party/Event Registration Process

If you intend to sponsor a late-night event at your house, you are required to register the event with the Corvallis Fire Department and potentially obtain a Fire Code Permit. Failure to register and obtain a permit will result in a penalty starting at \$100.00. If your event meets ANY of the following parameters, you need to complete an online registration application:

- Your event may exceed 100 participants, including guests and residents.
- Your event may go past 9:00 pm
- Alcohol will be associated with your event whether by being provided, checked in, or by way of participants who arrive intoxicated.

You can access the web-based registration application at:

<http://www.corvallisoregon.gov/index.aspx?page=1044>

Complete the online form, and submit at least one week prior to the event. Registration occurring less than one week prior may incur special accommodation fees.

Once you register your event, you will be contacted by Email and advised as to what level of further procedures will be required.

If a full special use permit is required, an appointment will be made at which time a member of the fire department will come to your house to conduct an inspection of the party/event area, advise as to required safety precautions, and measure the area for maximum occupant load for the event. A Corvallis Fire Code Permit form will also be completed at this time.

If a site visit or full permit is NOT required, then you will be given applicable safety precautions by reply Email.

Whatever registration process is required, you are still expected to follow the requirements outlined in the Party Fire Safety Precautions that will be provided at the time of application.

Third-party security will be required for larger list/invitation events where large numbers of participants may be present.

For questions regarding this process, please contact Jim Patton, Fire Prevention Officer, Corvallis Fire Department, jim.patton@corvallisoregon.gov or 541-766-6903.